

RFQ FULFILLMENT HOUSE SERVICES

Fulfillment House Activities

Company to provide fulfillment house services to include receipt, storage, and distribution of printed material. Product will be routed directly from printer in bulk form or on pallets. Staff must be available to receive both inside and outside deliveries. Storage area must be climate controlled and secure. Distribution of product will be made to various locations upon request which may require repackaging prior to shipment or delivery. Deliveries made must be inside delivery only. Monthly inventory reports will be required, identifying product received, product distribution locations and quantities, remaining product on hand.

Costs

Receiving fee – Per pallet

(24 received 10/08-9/09, 8 received 10/09-9/10)

If pricing is based on different pallet sizes, please complete cost for each size

Pallet size (identify)

Pallet size (identify)

Pallet size (identify)

Receiving fee – Per box

(18 received 10/08-9/09, 0 received 10/09-9/10)

Storage fee – per month

Fold, assemble and stuff

(4,002 items 10/08-9/09, 0 items 10/09-9/10)

If pricing is based on different envelope sizes, please complete cost for each size

per piece cost, #10 envelope

per piece cost, 8 ½ x 14 envelope

per piece cost, 10 x 15 envelope

Order fulfillment, single item charge

(435 in 10/08-9/09, 23 in 10/09-9/10)

Order fulfillment, multi line order charge

(76 in 10/08-9/09, 26 in 10/09-9/10)

Direct mail fee

(7,186 mailings 10/08-9/09, 57 mailings 10/09-9/10)

Bulk mail delivery

(1 10/08-9/09, 0 10/09-9/10)

Disposal fee for outdated materials

(none 10/08-9/09, none 10/09-9-10)

Per (container, pallet, date)

Monthly reporting fee
